



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 33-2012

**OPEN TO:** All Interested Candidates  
**POSITION:** Marine Security Guard Driver FSN-03\*; FP-BB\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** July 15, 2012  
**CLOSING DATE:** July 28, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 539, 524\* (Grade 3)

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Marine Security Guard Driver in the Marine Security Guard.

**BASIC FUNCTION OF POSITION**

Provide safe and effective support to the Marine Security Guard Detachment, visiting Government Officials as directed by the Detachment Commander or Vehicle NCO and other post personnel as directed by the Detachment Commander or Vehicle NCO. Essentially the security drivers will perform all standard security driving tasks and is required to conduct safe security driving support operations during times when Marine Security Guard reactionary forces are required to respond to threats..

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of primary school is required.
- 2. Prior work experience:** Two years of driving is required.

**3. Language Proficiency:** Level II English, French and Arabic are required.

**4. Job Knowledge:** Complete and current knowledge of the traffic laws of Algeria. Knowledge of Department of State regulations regarding the operation of motor vehicles. Detailed knowledge of the streets of Algiers and a general knowledge of the road system in Algeria. A detailed understanding of routes used by reactionary forces and compound access areas. A detailed understanding of routes used in daily moves such as moves to Airport and major hotels.

**5. Other Skills and abilities:** Must be able to read and write. Must have the ability to perform first echelon maintenance on vehicle(s) to include changing of tires; checking and adding oil and water; and other basic maintenance.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

### **TO APPLY**

*Interested applicants for this position must submit: (1) and (2) below:*

1. Preliminary Documentation
  - Embassy application form (usually the Application for Employment DS-174, available at the HR Office) or a current resume or curriculum vitae that provides the same information as a DS-174.
  - Letter of Interest. You must attach to the letter:
    - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
    - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
  - Copies of relevant diplomas or degrees (as required) by the position.
  - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: July 28, 2012**

The U.S. Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Marine Security Guard Driver, Vacancy Announcement # 33-2012

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalqiers\_app@state.gov**